



Richard E. Constable, III  
Chairman

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Executive Director

## NOTICE OF VACANCY

### THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

**JOB TITLE:** Senior Programmer Analyst (Web) **ISSUE DATE:** 4/16/2014  
**RANGE:** (12) **CLOSING DATE:** 5/28/2014  
**DIVISION:** Information Technology  
**FL STATUS:** Exempt ☒ Non-Exempt ☐  
**UNION STATUS:** Professional Unit ☒ Administrative Unit ☐ Non-Union ☐  
**EMPLOYMENT STATUS:** Full Time ☒ Part Time ☐ Temporary ☐

#### **JOB DESCRIPTION:**

Under supervision of an IT Project Leader, analyze business programs and application procedures. Assist users with developing business requirements for computer systems. Coordinate with Project Leaders to make system modifications and to implement system upgrades. Perform systems analysis and develop and document system requirements and technical specifications. Develop computer code and configure application systems; prepare test plans and scripts and perform system testing; prepare related system documentation. Perform as technical expert to HMFA staff and other parties to provide daily and ongoing support to system users as required. Respond to Divisional requests for assistance or program analysis. Prepare user guides and manuals, and provide user training. Recommend appropriate actions in the case of procedural problems. Preserve data integrity by conducting thorough testing of system changes, upgrades to software, and data conversions. Coordinate the prioritization and scheduling of activity with other IT staff such as web servers, application servers and network personnel, business users, and vendors on an ongoing basis. Working with users, prepare report specifications and develop reports on an as needed basis. Automate various processes and data within Divisions as assigned, incorporating information security and audit trails as well as business functionality. Provide input to the evaluation of software purchases. Coordinate, test, and install software upgrades as needed. Establish and maintain lines of communication with proprietary software houses and consultants; make recommendations where appropriate. Document, report and track software discrepancies to vendors. Recommend policies and procedures to improve systems, IT processes, and related business processes.

#### **MINIMUM REQUIREMENTS**

##### **EDUCATION / EXPERIENCE:**

Four (4) year college degree; five (8) years of relevant experience or an equivalent combination of both education and experience that meets the required knowledge, skills and abilities. Performs analytical and evaluative tasks requiring full working knowledge of the standard theory and practice of the discipline. Work is characterized by full proficiency in all standard procedures. Tasks involve various and sometimes unrelated steps requiring the adaptation of standard guidelines and practices to new situations. Supervision is in terms of objectives, limits of the assignment, and type of result expected. Completed work is reviewed for validity of results.

##### **SKILLS:**

Knowledge of methods and procedures used in conducting systems analyses. Programming skills, including Visual Basic, SQL, SQL Server 2012, PL/SQL, MS Access, and web-based languages. Knowledge of and experience in Web application development including ASP.NET and C#. Skills in creating web user interfaces with JQuery (HTML, XML, CSS and Java Script). Knowledge of and experience in implementing the full system development and maintenance life cycle. Ability to implement systems using industry proven best practices, such as project methodologies and including information security and privacy. Ability to act as a technical advisor to HMFA staff and other parties on questions or problems relating to Agency business applications.

##### **BENEFITS**

HMFA provides a comprehensive benefit program which includes the following: health, dental and prescription drug plans; vision care; deferred compensation plans; Public Employees' Retirement System (PERS); personal, sick and vacation days; tuition reimbursement and paid holidays. Residency in the State of New Jersey is required of all employees with an agency of the State in accordance with the New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70).

**IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J. 08650-2085; FAX (609) 278-8858 E-MAIL: [hrjobs@njhmfa.state.nj.us](mailto:hrjobs@njhmfa.state.nj.us) THE NJHMFA IS AN EQUAL OPPORTUNITY EMPLOYER IN COMPLIANCE WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS.**